



July 26, 2022 Agenda Special Meeting of Trustees

A special meeting of the Board of Trustees of School District #35 has been scheduled for Tuesday **July 26, 2022** at **5:00 P.M.** in the District Boardroom. (All policies can be found at www.gallatingatewaychool.com.)

Call to Order

Presiding Trustee's explanation of procedures

Public Comment - Non Agenda Items - Sign in sheet

Old Business

Action Items:

- Superintendent Recommendation from Committee
- Hiring of Open Positions: Head Cook, Assistant Cook, Paraprofessional & Athletic Director
- Modify District Clerk & Adult Ed Contracts

Adjournment

Excerpt from GGS Policy #1441- Audience Participation

Audience Participation

The Board recognizes the value of public comment on educational issues and the importance of involving members of the public in its meetings. The Board also recognizes the statutory and constitutional rights of the public to participate in governmental operations. To allow fair and orderly expression of public comments, the Board will permit public participation through oral or written comments during the "public comment" section of the Board agenda and prior to a final decision on a matter of significant interest to the public. The Chairperson may control such comment to ensure an orderly progression of the meeting.

"The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens."

Individuals wishing to be heard by the Chairperson shall first be recognized by the Chairperson. Individuals, after identifying themselves, will proceed to make comments as briefly as the subject permits. The Chairperson may interrupt or terminate an individual's statement when appropriate, including when statements are out of order, too lengthy, personally directed, abusive, obscene, or irrelevant. The Board as a whole shall have the final decision in determining the appropriateness of all such rulings. It is important for all participants to remember that Board meetings are held in public but are not public meetings. Members of the public shall be recognized and allowed input during the meeting, at the discretion of the Chairperson.

Cross Reference: 1420 School Board Meeting Procedure

Legal Reference: Article II, Section 8, Montana Constitution – Right of participation
Article II, Section 10, Montana Constitution – Right of privacy
§§ 2-3-101, et seq., MCA Notice and Opportunity to Be Heard

ZOOM MEETING INFORMATION:

1. *Login details are on the district website-- [See District Calendar](#)*
2. *Please ensure your mic is muted until called upon by the Committee Chair*
3. *Public Comment is accepted two times during the meeting:*
 - a. *During non-agenda public comment for items not on the agenda*
 - b. *When the Committee Chair opens it for public comment as determined appropriate*
4. *To participate from a mobile device or computer:*
 - a. *Please use the "Raise Hand" button under "Participants" button at the bottom of your screen*
 - b. *Once called on please unmute yourself to provide comments*
5. *To participate from a phone when dialed in:*
 - a. **9 to raise and lower hand for public comment*
 - b. *Once called on please press *6 to unmute yourself to provide comment*

"The Gallatin Gateway School community empowers our students to take responsibility for their learning so they may achieve their individual potentials as lifelong learners and productive citizens."

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Mentor	\$300.00	\$300.00	<i>Mentoring new teachers (non-tenured), weekly/monthly meetings as needed to assist the new teacher with acclimating to Gallatin Gateway School. Explaining policies, procedures, etc. Answer questions. Assist with curriculum planning and classroom management as needed.</i>	
Student Council Advisor	\$1,200.00	\$1,200.00	Oversee the student council. Facilitate student elections to take office on student council. Facilitate and guide student council meetings weekly. Assist students to learn about student government, civics, and productively advocating for policy/procedure changes. Focus on community service within the school and the community as a whole. Attend all functions organized/hosted by student council- this may be in evenings, early mornings, and/or weekends. Oversee the fund-raising efforts and all student council funds. Make deposits with the Business Manager as necessary. Coordinate Schoolwide Recycling Program and Composting Program w/Cafeteria.	Ashley Senenfelder
Washington DC Co-Advisor (8th Grade)	\$1,000.00	\$800.00	Primary responsible party for planning and organizing the 8th grade washington DC trip. Will book airline tickets, hotels, and all other activities while in DC. This person will be responsible for coordinating and planning all aspects of the DC Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the DC trip and all fund raisers. Will plan and organize fundraisers as needed (Spaghetti Super, Dinner for Two Raffle, Raffle Ticket Sales, Sportsman's Banquet, etc). Will supervise students while in DC and serve as the tour guide while in DC. Will develop behavior expectations for students while in DC and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Rochelle Dierenfeldt
Washington DC Co-Advisor (8th Grade)	\$375.00	\$800.00		Madison Downs

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Librarian Extra Duty	\$1,000.00	\$1,000.00	Summer Reading Program, Outside of Contract hours work, Schoolwide Inventory Support, Book Fair	Jamie Hetherington
Expedition Yellowstone Advisor (6th Grade)	\$600.00	\$600.00	Responsible for planning and organizing the 6th Grade Expedition Yellowstone Trip. Coordinate lodging, transportation, meals, activities, chaperones, and all other necessary activities for Expedition Yellowstone. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Yellowstone. Will develop behavior expectations for students while in Yellowstone and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the trip.	
ButteTrip Advisor (5th Grade)	\$300.00	\$325.00	Responsible for planning and organizing the 5th Grade Overnight Butte Trip. Coordinate lodging, transportation, meals, activities, chaperones, volunteer presenters, and all other necessary activities. This person will be responsible for coordinating and planning all aspects of the Trip- including organizing all district paperwork for students and adult chaperones. Will hold evening parent meetings as necessary to plan and prepare for the trip and all fund-raisers. Will plan, organize, and/or attend fund-raisers as necessary (Sportsman's Banquet, etc). Will supervise students while in Butte. Will develop behavior expectations for students while in Butte and communicate them to the students and parents. Make deposits with the Business Manager as necessary and oversee the finances of the class fund.	Lillianna Perham
Athletic Director	\$5,000.00	\$5,000.00	See Athletic Director Job Description.	
Volleyball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Hailee Olsen

2022-2023 Extra- Curricular Positions Salary

Extra Duty/Assignment	21-22 Stipend	22-23 Recommended Stipend	Responsibilities	Recommended Employee (s)
Volleyball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	Melissa Melton
Boys' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	
Boys' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Girls' Basketball Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Sarah Kortum
Girls' Basketball Assistant Coach	\$700.00	\$700.00	See Assistant Coach Job Description	
Cheerleading Head Coach (boys' season)	\$600.00	\$600.00	See Head Coach Job Description	
Wrestling Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Jesse Kester
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Wrestling Assistant Coach	NA	\$700.00	See Assistant Coach Job Description	
Track Head Coach	\$1,200.00	\$1,200.00	See Head Coach Job Description	Ashley Davis-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tammi Kamps-
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Hailee Olsen
Track Assistant Coach (up to 3)	\$400.00	\$700.00	See Assistant Coach Job Description	Tyler Lura

ATHLETIC DIRECTOR

REPORTS TO: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The Athletic Director manages and oversees the district's athletic programs. Ensures that the athletic programs operate in an efficient manner and assists the Superintendent in selecting, assigning, and evaluating all coaching staff.

ESSENTIAL FUNCTIONS:

- Promotes & bolsters the athletic program.
- Supervise coaching staff.
- Assist Superintendent in selecting, assigning, and evaluating all coaching personnel.
- Assist Superintendent to make recommendations for coaching hires to the Board.
- Carries out supervisory responsibilities in accordance with the Board's policies, rules, regulations, and/or directives and applicable laws.
- Makes recommendations to the Superintendent for any updates or revisions to the District's Athletic Handbook or other participation paperwork or requirements.
- Responsible for supervision and records of athletic handbook, including physicals, academic contracts, insurance, participation, and chemical use.
- Attend Booster Club meetings and events as a representative of the District.
- Assumes leadership role in the orientation and in-service training of coaching personnel.
- Represents the School District in matters of interscholastic athletics.
- Responsible for coordinating facility use with District office for district athletic events and practices.
- Responsible for building security for athletic events.
- Assists and coordinates supervision at home athletic contests.
- Responsible for the organization and scheduling of athletic events and event officials to include attendance at regional scheduling meetings.
- Communicates schedules, building use, and student eligibility with Superintendent.
- Supervises transportation for away contests including verification of approved drivers and student permission forms.
- Develops and continues to evaluate appropriate rules and regulations governing the conduct of athletic activities.
- Fosters good school-parent relations by maintaining communications relative to rules and regulations in athletics.
- Establishes and enforces the physical, academic, and training requirements of eligibility for participation.
- Evaluate all athletic programs on an annual basis and make recommendations for improvement to the Superintendent.
- Secure game workers for home athletic contests such as announcers, clock operators, scorekeepers, line judges, etc.
- Maintain First Aid, CPR/AED, and concussion training records for all coaches.
- Mediate the resolution of problems, issues, concerns, and conflict that may arise between coaches and other associated with the athletic program, including athletes, parents, and other teams.

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CLAS-016

- Order post season awards for each athletic program and schedule banquets and/or assemblies to recognize athletes.
- Maintain and track all athletic program performance records.
- Coordinate with photographer for team and individual photos for athletes and the yearbook.
- Hold coaches meetings as well as family meetings before each season to share information about sportsmanship and coach/player/parent expectations.
- Develop an effective system of inventory for athletic supplies, equipment, and uniforms.
- Communicate athletic program needs to the Superintendent as needed.
- Model non discriminatory practices in all activities.
- Model good sportsmanship and enforces sportsmanlike behavior among the coaches and student athletes at all times.
- React to change productively and handle all other tasks as assigned.

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Experience and/or education in regards to athletics and/or program management. MHSA knowledge encouraged.
- Valid First Aid, ~~C~~CPR/AED Certification- child and adult
- Complete annual concussion training.
- Experience as a teacher and/or coach.
- Demonstrated leadership ability and general knowledge of issues and problems in all aspects of school athletics.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to effectively communicate orally and in written form with administrators, staff, parents, and students.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to establish and maintain effective working relationships with students, staff, and the community.
- Ability to handle stressful situations.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Must be able to work closely with co-workers and set a positive example for students.
- Ability to perform duties with awareness of all District procedures, philosophies, and policies.
- Ability to use good judgement and effective problem-solving skills.
- Demonstrate an understanding, patient, warm, positive, and receptive attitude toward children.
- Knowledge of general concepts of child growth, development, and behavior characteristics.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax, scoring equipment, stopwatch.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints. The employee will work irregular hours while performing the duties of this job. The noise level in the work environment is usually moderate but can be loud.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; travel from building to other sites. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications. *The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: July 8, 2003

Revised on: April 9, 2007, March 13, 2019

SCHOOL ADMINISTRATIVE SECRETARY

Reports to and evaluated annually by: Superintendent

UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER

It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

SUMMARY OF FUNCTIONS:

The School Administrative Secretary serves as the a secretary and receptionist to the Superintendent; performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner..

ESSENTIAL FUNCTIONS:

- Greets and communicates with the public, employing discretion and independent judgment, directing individuals to the proper location or correct person and efficiently resolving their concerns.
- Coordinates the safety and security of staff, students, and/or property (i.e. building keys, front doors, check in/checkout out of visitors, students, staff, etc.) for the purpose of minimizing exposure to injury, loss, and/or liability.
- Arranges and schedules tours of the facilities.
- Facilitates building maintenance as needed.
- Prepares requisitions for material and work orders for maintenance of building, grounds, and school equipment.
- Collects payments and issues receipts from a variety of sources (i.e., bus fees, meal accounts, donations, fines, fees, fundraisers).
- Answers inquiries concerning standardized policies, procedures, and regulations.
- Operates central telephone system. Takes and transmits messages.
- Sorts and distributes incoming mail.
- Prepares outgoing mail for receipt by post office and other mail carriers.
- Performs assigned clerical tasks such as filing, typing, and preparing forms.
- Dictates, collates, and assembles materials for distribution
- Secures, orients and directs substitute teachers and substitute classified personnel.
- Responsible for tracking and recording employee absences.
- Secures bus transportation for field trips
- Schedules appointments with the school nurse for students
- Organize and/or facilitate events and activities (i.e. assemblies, Missoula children's theatre, MT Crunch Day, Original Works)
- Update and maintain district website
- Notifies Superintendent of employee absences and substitute service arrangements which have been made.
- Independently composes a variety of materials such as letters, memoranda, bulletins, requisitions, ~~claims~~, reports, and statistical data from rough drafts or oral instructions.
- Coordinates the process of purchasing, to include: processing of requisitions, receipt, verification, distribution of materials and inventory process.
- Responsible for the management of district purchasing cards check out and acquisition.
- Attends meetings and conferences as requested.
- Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master, and school events.

- Acts as the District's Registrar- conducts registration of new students and processes record requests for students transferring in and out of the district.
- Maintain/update data on the Student Information System (PowerSchool)
- Receives and reviews enrollment information and verifies residency, immunization records, and birth certificates.
- Prepares and provides enrollment information to families and responds to inquiries regarding enrollment in the District.
- Organize, advertise, and conduct annual Kindergarten Roundup and registration.
- Assist with and prepare data collection for state and federal reporting as necessary.
- Ensure accurate attendance accounting, communicate with parents regarding daily student attendance, comply with state reporting requirements, and convey attendance related information/concerns to appropriate parties (i.e. Superintendent, School Counselor, Classroom Teacher, etc).
- Maintains and processes current database information, documents, and materials for Gallatin Gateway School graduates.
- Maintains student records according to district policies and procedures.
- Compiles information and prepares reports from the Student Information System (i.e. report cards, midterms, mailing labels, etc.)
- Administers first aid for all sick and/or injured students while communicating with parents and/or medical personnel as necessary.
- Administers medication to students under the direction of health professional.
- Maintains inventory of office supplies for the purpose of ensuring availability of required items.

Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience, preferably in a school district.
- Courteous and friendly attitude to all visitors, parents and staff who visit the school office.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Operate telephone system and handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.
- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Receive and give information over the telephone or in person in a courteous manner.
- Change and adapt office procedure and details in concert with the needs and requirements of the Superintendent and the District.
- Understand and apply complex policies and rules.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type proficiently.
- First Aid and CPR/AED Certification
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to read, analyze, and interpret general business correspondence.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond in a timely manner to questions from the general public.
- Ability to communicate clearly and concisely in both oral and written form.

- Ability to establish and maintain effective working relationships and collaborate with students, staff, and the community.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

EQUIPMENT USED:

Standard office equipment, including calculator, copier, telephone/voice mail, fax, computer along with applicable software including PowerSchool, Excel, Word, and Infinite Campus, Email, Google Chrome, Internet Explorer.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall demonstrate cooperative behavior with colleagues and supervisors. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

History

Approved on: February 11, 2003

Revised on: July 13, 2015, February 20, 2019

ADULT/COMMUNITY EDUCATION COORDINATOR

REPORTS TO: Superintendent _____

ESSENTIAL FUNCTIONS:

Directs the development of curriculum guides.

Participates with Adult Education Director to ensure quality instructional programs.

Meets with representatives from the community and other districts regarding community education programs.

Serves as liaison between District and community.

Requests materials and equipment for Adult Education Department, as needed to Adult Education Director.

Participates in special projects in community needs analysis or adult instructional program development.

Supervises the granting and distribution of certificates and diplomas to students successfully fulfilling the requirements for them.

Participates in county, state, and national activities designed to improve adult/community education.

Responsible for all reports to the Director as they relate to adult education.

Submission of information to the school newsletter as requested by the Adult Education Director and District Clerk.

Supervision of school security and maintenance for all Adult Education classes.

Submit quarterly financial reports to the Adult Education Director.

Attend Board meetings as requested by Adult Education Director.

Promotion and advertising of the Adult Education program, including but not limited to creating advertising as directed by the Adult Education Director.

Duties as assigned by the Adult Education Director. Brochure

Only minimum duties are listed. Other functions may be required as given or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Three years teaching experience. Administrative experience preferred.

Ability to read, analyze, and interpret general business periodicals and professional journals.

Ability to write reports and business correspondence.

Ability to effectively present information and respond to questions from the general public.

Ability to communicate clearly and concisely in both oral and written form.

Ability to establish and maintain effective working relationships with students, staff, and the community.

Ability to handle stressful situations.

Ability to maintain confidentiality of employment and student matters.

Ability to effectively manage time and responsibilities.

Demonstrated leadership ability and general knowledge of issues and problems in all aspects of adult and community education.

EQUIPMENT USED:

Computer, calculator, copier, telephone/voice mail, fax.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside. The employee must be able to meet deadlines with severe time constraints. The employee frequently will work irregular or extended hours while performing the duties of this job.

The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

History

Approved on: May 11, 2004

Revised on:

Adult Education Coordinator

Financials:

Compensation is \$20.00 an hour with hours not exceeding 10/week or 480/year; and flex benefits equalling \$212.50/month or \$2,125.00/10 months.

Yearly Compensation (Adult Education fund):

$\$20.00 \times 480 = \$9,600.00 + \$2,125.00 = \$11,725.00$

Options:

Absorbing the Adult Education Coordinator position and keeping the Adult Education Director position (currently under the District Clerk job duties). Adding compensation to the initial salary, to be taken out of the adult education fund.